



**Public Meeting Room B
Delta Administration Building
7710 West Saginaw Highway
Lansing, MI 48917**

**TOWNSHIP BOARD
COMMITTEE OF THE WHOLE MEETING
AGENDA
April 14, 2014
6:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL – Members: Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, Trustees Dennis Fedewa, Jeff Hicks, R. Douglas Kosinski, Karen Mojica

III. SET/ADJUST AGENDA

IV. PUBLIC COMMENT

V. MANAGER’S REPORT

VI. ITEMS OF DISCUSSION

- 1. Zoning Ordinance Update/Consultant Selection, Gary Bozek**
- 2. 2013 Financial Review, Jeff Anderson**
- 3. Storm Debris Collection, Richard Watkins**

VII. ADJOURNMENT

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, TOWNSHIP CLERK
Phone (517) 323-8500

Individuals with disabilities requiring auxiliary aids or services who are planning to attend Township meetings or hearings should contact the Clerk's Office by writing or calling in advance (323-8500) to inform them of the date of the meeting/hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.

MEMO

TO: Township Board
Delta Charter Township

FROM: Gary Bozek
Senior Planner

DATE: April 4, 2014

SUBJECT: Zoning Ordinance Update - Consultant Selection

Chronology

January 27, 2014: The Planning Division staff sent out a Request for Proposal (RFP) to six Michigan planning and zoning consulting firms inviting the firms to submit proposals for a complete update of the 1990 Zoning Ordinance. The invited firms were: Carlisle/Wortman Associates, Inc., Clearzoning, Inc., LSL Planning, Inc., McKenna Associates, Wade Trim, and Williams & Works. A deadline of March 3, 2014 was set for the submission of proposals.

March 3, 2014: Staff received proposals from four of the six invited firms. These were: Carlisle/Wortman Associates, Inc., Clearzoning, Inc., McKenna Associates, and Williams & Works.

March 4, 2014 – March 13, 2014: The Planning Division staff and the Township Manager reviewed the four proposals.

March 14, 2014: The Township Manager met with the Planning Division staff and discussed the merits of each proposal. The resulting consensus was that two firms be interviewed. These were: Carlisle/Wortman Associates, Inc., and Clearzoning, Inc.

March 19, 2014 - March 20, 2014: The Township Manager and Planning Division staff interviewed Carlisle/Wortman Associates, Inc. on March 19th and Clearzoning, Inc. on March 20th.

April 1, 2014: The Township Manager and Planning Division staff met to discuss the merits of the firms that were interviewed. It was decided that a recommendation for the acceptance of the Carlisle/Wortman Associates, Inc. proposal would be forwarded to the Township Board for the Board's review at the April 14th Committee of the Whole meeting, and possibly for final consideration at the Board's April 21st regular meeting.

The Firm & Proposal

Attached please find a copy of the Carlisle/Wortman Associates, Inc. proposal. The firm is based in Ann Arbor, MI and has been in operation for 27 years. Carlisle/Wortman has two offices with a total staffing of 20, and provides a wide range of planning, zoning and code enforcement services. They have completed more than 40 zoning ordinances, and they also provide on-going services to 31 communities. The firm's staff that would be assigned to the project has worked "in-the-trenches". That is they are professional planners that worked and/or managed local municipal planning offices prior to becoming consultants. In

reviewing zoning ordinances prepared by the firm for other Michigan communities staff was encouraged that ordinances were specifically tailored to the community, and did not appear to be “off -the- shelf” products. The firm appears capable of preparing very complex (e.g., form-based & conditional zoning codes) or very basic ordinances, depending on the desire and structure of the community. The proposal adequately addressed all of the elements of the RFP. The end product would also include a hyperlinked pdf version for use on the Township’s website. The proposed time-frame for completion is nine months. The proposed cost of the project is \$30,250.

Mr. John Enos, will be the principal-in charge for the project. Mr. Enos has 20 years of experience, he was employed as a planner in Livingston County for seven years, and he’s been a principal in the Carlisle/Wortman firm since 2002. Mr. Enos also serves as the acting Planning Director for Huron Charter Township in Wayne County.

Staff spoke extensively with Mr. Enos regarding the challenges we’re facing on West Saginaw Highway. Carlisle/Wortman has worked extensively in Pittsfield & Independence Townships which Mr. Enos described as similar to Delta Township. Both of these Townships had populations of approximately 35,000 in 2010, and both adopted new zoning ordinances in 2013. Staff has reviewed the ordinances of both of these communities and found them to be modern, user friendly, providing extensive tables and graphics, and offering hyperlinks that facilitate cross referencing. The Pittsfield ordinance designates five arterial roadways as mixed use districts with form based regulations. The Independence ordinance has an overlay district along Dixie Highway to encourage the redevelopment of this corridor as well as providing a Town Center overlay district at the Sashabaw Rd/I-75 interchange.

Ms. Laura Kreps, will serve as the project manager. Ms. Kreps drafted the 2008 Eaton County Master Plan, the 2008 Clinton County Master Plan and previously was employed as a planner for the City of Monroe for seven years.

Mr. Enos expressed a willingness to modify the proposed work plan in order to increase the number of meetings with local officials if desired.

Staff Recommendation

Staff is recommending that the Township Board select Carlisle/Wortman Associates, Inc. to update the Zoning Ordinance, and we will be available at the Board’s April 14th Committee of Whole meeting to answer any questions.



CARLISLE | WORTMAN ASSOCIATES, INC.

ZONING ORDINANCE UPDATE

DELTA CHARTER TOWNSHIP

PROPOSAL
FEBRUARY 2014





CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

February 28, 2014

Gary Bozek, AICP, PCP, Assistant Director
Community Development Department
Delta Charter Township
7710 W. Saginaw Highway
Lansing, MI 48917-8974

Re: Proposal of Services for Zoning Ordinance Update

Dear Mr. Bozek:

Thank you for the opportunity to submit proposals of services for the Delta Township Zoning Ordinance Update. As you know, Carlisle/Wortman Associates, Inc. (CWA) has been providing planning services to Michigan communities for over twenty-five years. Our firm has served over seventy municipal clients and provides on-going services to thirty-one communities.

Maintaining a long-term relationship with our clients is our goal. A close working relationship with our clients provides us with a clear understanding of our client's needs. We understand the necessity to update the 1990 Zoning Ordinance and Zoning Map in order to modernize terms and graphics, streamline processes and reorganize the document for ease of use. Not only will we ensure the Zoning Ordinance is up to date with the latest planning and zoning legislation and zoning case law, we will utilize the newly adopted 2013 Delta Township Comprehensive Plan as a guide for additional needed modifications.

As you will find in the body of our proposal, we anticipate completion of the project 9 months from the start date. We have dedicated a qualified team of professionals with considerable zoning experience to participate in the Delta Township Zoning Ordinance Update. We are or have provided planning services for many communities similar to Delta Charter Township such as Pittsfield Charter Township, Ann Arbor Charter Township and Green Oak Charter Township.

We look forward to answering any questions regarding our proposal and appreciate your time and consideration in this matter.

Yours Truly,

CARLISLE/WORTMAN ASSOC., INC.
John L. Enos, AICP
Principal

CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP



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CORPORATE INFORMATION:

CARLISLE|WORTMAN ASSOCIATES, INC.
18 professional employees
with offices located in Ann
Arbor, Clarkston, and Mt.
Clemens. CWA was founded
in 1987.

POINT OF CONTACT
JOHN ENOS, AICP

PROJECT MANAGEMENT
LAURA KREPS, AICP
605 S. MAIN STREET, STE. 1
ANN ARBOR, MI 48104
(734) 662-2200 PHONE
(734) 662-1935 FAX
LKREPS@CWAPLAN.COM

CWA SERVICES INCLUDE:

- MASTER PLANNING
- ZONING STUDIES AND ORDINANCE PREPARATION
- DEVELOPMENT REVIEW
- VACANT PROPERTY ACQUISITION AND DISPOSITION
- CODE ENFORCEMENT
- BUILDING DEPARTMENT SERVICES
- CORRIDOR STUDIES
- COMMUNITY ENERGY PLANS
- GREENWAY AND OPEN SPACE PLANNING
- ENVIRONMENTAL/WATERSHED PLANNING
- PARKS AND RECREATION PLANS
- LITIGATION ASSISTANCE
- ECONOMIC DEVELOPMENT PLANS AND STUDIES
- GRANT ASSISTANCE
- PUBLIC PARTICIPATION

A PHILOSOPHY OF SERVICE AND COMMITMENT TO SOUTHEAST MICHIGAN

Carlisle|Wortman Associates, Inc. (CWA) is well prepared and equally enthused to conduct the scope of services and service specifications described in the Request for Proposals. Since 1987, Carlisle|Wortman Associates, Inc. has been providing public sector clients with professional services aimed at maintaining the vibrancy in our communities. As a firm, we pride ourselves in our expertise in understanding urban places and the interconnected relationships between planning, zoning, building, and code enforcement.

Our highly experienced professionals are forward thinking, development savvy individuals who are accomplished and skilled at finding the best ways to compliment communities and develop strategies to fit our clients' need. Our continuing success is a direct result of the philosophy to which we adhere: responsiveness, commitment, trust, and success.

Carlisle|Wortman has extensive experience with the processes of master planning, visioning, redevelopment, zoning and subdivision regulations, sign and appearance codes, special area planning, neighborhood planning, traditional neighborhood development standards, conservation design, business district planning, growth management, streetscape design, and park planning.

We have been exclusively servicing southeast Michigan for over 25 years. With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies. The firm has served over seventy municipal clients. Each client is personally represented by a principal of the firm.

Delta Charter Township can rely on CWA for:

Responsiveness

We believe in constant contact with our clients via telephone, in-person meetings, emails, and mobile communication, and at hours beyond standard business practice.

Commitment

We are committed to providing a solid product and service. CWA has been working with some of our clients continuously for over twenty-five years.

Trust

We cherish long-term client-consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

Success

We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.

Building Livable Communities

We are passionate about creating livable communities: places with a strong economy, walkable and safe streets, and great venues to play and interact with neighbors.



Creating Memorable Places

We strive to craft exceptional places that fit their environment while helping to create a positive buzz about your project or community.

Giving People Choices

We give clients choices through a careful matching of planning and design approaches to the place. We promote careful evaluation of choices through our firm's diverse skill set, supplemented by team partners matched to the specifics of the project.

Ensuring Economic Sustainability

We believe that profit and strong communities are intertwined. Developments and local infrastructure must meet demands for shopping, jobs, housing, and civic needs while producing fiscally responsible impacts on municipalities and profits for the development team.

AN EQUAL OPPORTUNITY EMPLOYER

Carlisle|Wortman Associates, Inc. interviews interested applicants and maintains a file of resumes and applications for employment. Race, color, age, sex, creed, or national origin shall not be considered in evaluating any person for employment, merit increases, promotion, termination for cause, or reduction in force, or any other such action affecting employees.

Our staff members are experienced in providing both comprehensive and innovative solutions to complex problems, regardless of the size of the community.



Carlisle/Wortman Associates (CWA) has extensive and award winning experience applying new and innovative zoning language. We are well-versed in the latest and defensible zoning techniques.

We have provided zoning ordinance updates as well as various design techniques to a wide range of communities including Huron Charter Township, Green Oak Charter Township and Pittsfield Charter Township. The completion of over forty complete zoning ordinances and several hundred amendments provides us with an understanding of the issues that may be confronting Delta Charter Township. In addition, CWA was the first private planning consulting firm to adopt the Michigan Association of Planning Community Planning Principles, and we are dedicated to their application.

CWA sets themselves apart with a combination of planning and zoning enforcement experience. Our subsidiary company, Code Enforcement Services, Inc. (CES), provides reliable and systematic procedures for the enforcement and tracking of zoning and general code violations. We assist several communities by providing trained zoning enforcement personnel and working with existing staff to improve procedures.

CWA will work closely with the Delta Charter Township. Regular interaction and communication via telephone, e-mail, and face to face meetings with the project team will provide the necessary local support to develop a new and progressive Zoning Ordinance.

PROJECT MANAGEMENT AND TEAM

We have assembled a strong project team with over 30 years of planning experience. John Enos will be the Principal-in-Charge and will be responsible for overall client administration while Laura Kreps will serve as the Project Manager. Mr. Enos will attend scheduled meetings and coordinate development of the overhaul. Each will be directly involved in the formation of the Zoning Code sections.

GUIDING PRINCIPLES FOR ZONING CODE OVERHAUL

To provide a new and improved version of the Zoning Ordinance, there are several principles and concepts we would recommend. These are based not only on the information provided in your RFP, but also on the innovations we are employing elsewhere.

1. Use Improved Technology – The Ordinance should be designed not only for hard copy but also online use. Starting out with this in mind, we will be able to use techniques such as hyperlinks that will allow cross-references to section references, definitions, etc. by clicking on key words.
2. Use Improved Graphics – Using new software technology, we will also be able to incorporate improved graphics in the document. Such graphics will better illustrate ordinance requirements such as dimensional regulations, landscaping, signage, etc.
3. Improve Organization – The Ordinance is in need of reorganization with or without amendment. We will make suggestions as to a new organizational format.
4. Improve Readability – Without compromising legal precision, there are many sections of the Ordinance which need editing. To the extent possible, we should strive to make the Ordinance



understandable to the user. Better use of graphics, as indicated above, will help.

5. Remove Conflicting Language – Whenever an Ordinance is amended a multitude of times without a comprehensive review, there are bound to be conflicts. A comprehensive review, combined with the use of improved software technology, will remove those conflicts.
6. Improve Efficiency and Avoid Repetition – There may be unnecessary repetition in the Ordinance. Much greater use can be made of presenting information in a tabular form. For example, with other ordinances we have revised, we have presented each individual Zoning District on one or two pages by using a tabular form.
7. Provide a Better Table of Contents – The Table of Contents should identify each article, section, and subsection so that users can better locate information.
8. Don't Fix the Unbroken – Obviously, portions of the Ordinance has served the Township well for many years. Therefore, we shouldn't spend a great deal of time on things that should either be slightly "tweaked" or left alone.
9. Statutory Updates - Update the Zoning Ordinance for portions relevant to PA 110 of 2006.





Stage One

TASK 1.0 TECHNICAL REVIEW

- 1.1 Prepare a technical review of the Zoning Ordinance to evaluate the extent that the existing ordinance should be updated.
- 1.2 Detailed Review of 2013 Comprehensive Plan and other relevant documents and reports.
- 1.3 Present findings to Township Community Development planning staff in a work session format.
- 1.4 Modify proposal if warranted.

TASK 2.0 INTERGOVERNMENTAL COOPERATION

- 2.1 Review current regulatory County and State agency requirements for development within Delta Charter Township.
- 2.2 Coordinate and meet with Community Development Department and regulatory agencies (DPW, Engineering, etc.)
- 2.3 Review design standards consistent and compatible with regulatory agencies for inclusion in to Zoning Ordinance.

Stage Two

TASK 1.0 PROJECT INITIATION

- 1.1 Review work plan with Community Development Department and agree upon Ordinance organization and identify issues or concern.

TASK 2.0 DEVELOPMENT OF DRAFT ZONING REGULATIONS

- 2.1 Add or modify existing regulations to meet Michigan Zoning Enabling Act requirements.
- 2.2 Consolidate articles and use tables, charts, and graphics to improve and clarify language.
- 2.3 Revise definitions to stay current with contemporary terms.



- 2.4 Incorporate technological advances to link references and sections.
- 2.5 Meet with Planning Commission and staff to evaluate modifications.

TASK 3.0 ORDINANCE STANDARDS AND PUBLIC HEARING

- 3.1 The following standards will be incorporated within the Ordinance:
 - Graphics and readability: We will craft a Zoning Ordinance that includes graphics, flowcharts and tables. The current ordinance is dated. We strongly believe the ordinance should be easily understood by elected and appointed officials and also the general public.
 - Definitions: Progressive and applicable definitions will be added. Several illustrations will be included in this section.
 - Code Enforcement: Experience gained from our Code Enforcement Services company will be incorporated into the Ordinance. This will create an easy and efficient document for use by designated officers.
 - Interagency Cooperation and Communication: Several Township agencies including the Community Development Department are responsible for development within Delta Charter Township. Zoning language must be crafted that easily explains the framework of responsibility.
 - Coordination with Master Plan: The current Master Plan provides the goals, objectives, and policies needed to create detailed and unique zoning language. We will suggest changes to the Zoning map based upon planned future land uses.
 - Legal Defense: Working closely with the Township Attorney, we will draft an ordinance that will meet or exceed Michigan Zoning Laws. We regularly provide expert witness testimony on land use litigation.
 - Environmental Standards: We will explore and discuss zoning language that provides performance based on environmental guidelines for all developments within Delta Charter Township. We will be especially conscious of providing tools and techniques to protect waterfront areas.
 - Non-Motorized Transportation: We will provide language to provide “walkability” within neighborhoods and new developments.
 - Site Plan Review: Design standards will be provided that are consistent and compatible with the Township's character. The submittal process will require a professional and detailed plan.



- Access Management: The Ordinance will provide regulations that recognize the correlation between land use decisions and traffic safety and operations. Language will provide transportation planning concepts applicable in the review and development process.
- Special considerations such as street vendors, temporary uses, events, and similar elements of meeting the Michigan State Housing Development Authority and the Michigan Economic Development Corporation initiatives for "Placemaking."

3.2 Develop draft land use plan and map. Present to Planning Commission.

3.3 Public Hearing.

TASK 4.0 FINAL ORDINANCE ADOPTION

4.1 Final Zoning Ordinance adoption.





Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Stage One									
1. Technical Review									
2. Intergovernmental Cooperation									
Stage Two									
1. Project Initiation									
2. Ordinance Drafting									
3. Ordinance Standards and Public Hearing									
4. Final Ordinance Adoption									



Task	Principal-in-Charge John Enos	Project Manager Laura Kreps	GIS/ & Graphics
Stage One			
1. Technical Review	5	20	
2. Intergovernmental Cooperation	5	10	
Stage Two			
1. Project Initiation	5	30	
2. Ordinance Drafting	10	200	40
3. Ordinance Standards and Public Hearing	10	10	10
4. Final Ordinance Adoption	5	15	5
<i>Subtotal of Hours</i>	<i>40</i>	<i>285</i>	<i>55</i>
	<i>@ \$90/hour</i>	<i>@ \$80/hour</i>	<i>@ \$70/hour</i>
<i>Cost Subtotal</i>	<i>\$3,600</i>	<i>\$22,800</i>	<i>\$3,850</i>
Zoning Code Overhaul Grand Total			\$30,250

EXPENSES

Supplies, Prints, Mailing

RATE

cost + 20%

MEETINGS: We plan at least four (4) meetings with the Planning Commission and/or staff. Additional meetings will be billed at hourly rates.

PRINTING: The Carlisle|Wortman Associates, Inc. proposal includes the cost of three (3) bound copies of the final zoning ordinance, but all draft copies will be directly billed to the Township as an additional expense.

DELIVERABLES: A digital copy of the updated Zoning Ordinance document prepared using Microsoft Word including all tables, maps, photographs, and illustrations will be provided to the Township along with three (3) bound hard copies. The Zoning Map will be prepared using ArcGIS or a format that can be maintained and updated by Township staff on a regular basis.



Carlisle/Wortman Associates assigns a team of planners disciplined in the art and science of urban planning and development. Mr. John Enos will be the primary planner. Ms. Laura Kreps will be the secondary planner.

JOHN ENOS, AICP, PRINCIPAL, was a Planning Director for both local and county government before joining Carlisle/Wortman Associates. This experience has shaped his twenty-year career, and enabled him to more thoroughly see planning issues from the community's point of view. John was named Principal and shareholder of the firm in 2002. He currently provides planning, zoning, and growth management services to various communities in southeast Michigan as both a consultant, and as the acting Planning Director for a local township and city. This unique perspective allows him to craft practical planning solutions within an established community framework.

LAURA KREPS, AICP, is a community planner with over thirteen years of experience working as a professional planner both in municipal government and consulting. Mrs. Kreps has extensive experience in zoning, land use, site plan review, and comprehensive planning. Mrs. Kreps is also proficient in Tax Increment Financing, economic development, capital improvement project programming, downtown development, and grant writing/administration. Prior to joining Carlisle|Wortman Associates in 2007, Mrs. Kreps worked for the City of Monroe in the capacities of land use planner, grant writer/administrator, Downtown Development Authority staff planner, and assisted in program planning for CDBG. She currently serves as planner in numerous communities in Monroe, Wayne, and Washtenaw Counties. Mrs. Kreps is also a certified Main Street Manager.



JOHN L. ENOS, AICP, PRINCIPAL was a Planning Director for both local and county government before joining Carlisle/Wortman Associates. This experience has shaped his twenty-year career, and enabled him to more thoroughly see planning issues from the community's point of view. John was named Principal and shareholder of the firm in 2002. He currently provides planning, zoning, and growth management services to various communities in southeast Michigan as both a consultant, and as the acting Planning Director for a local township and city. This unique perspective allows him to craft practical planning solutions within an established community framework.



EDUCATION

MS, City and Regional Planning | Eastern Michigan University

BA, Public Administration | Eastern Michigan University

EXPERIENCE

Principal, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2000-Present

Director of Municipal Services
Pittsfield Charter Township, MI, 1995-2000

Assistant Director, Livingston County Department of Planning
1990-1995

Principal Planner, Livingston County Department of Planning
1988-1990

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
Membership No. 18397

Michigan State Police Professional
Emergency Manager

Soil Erosion and Sedimentation Control Officer

Level I Tax Assessor

Michigan Association of Planning Officials Board of
Directors

Huron River Watershed Council Secretary - Treasurer

Saline Leadership Institute

American Planning Association

American Society of Landscape Architects

American Water Works Association

BOCA International Membership No. 48031



LAURA K. KREPS, AICP is a community planner with over thirteen years of experience working as a professional planner both in municipal government and consulting. Mrs. Kreps has extensive experience in zoning, land use, site plan review, and comprehensive planning. Mrs. Kreps is also proficient in Tax Increment Financing, economic development, capital improvement project programming, downtown development, and grant writing/administration. Prior to joining Carlisle|Wortman Associates in 2007, Mrs. Kreps worked for the City of Monroe in the capacities of land use planner, grant writer/administrator, Downtown Development Authority staff planner, and assisted in program planning for CDBG.

In 2011, Mrs. Kreps completed the "Wayne County Housing Needs Assessment" in coordination with Wayne County EDGE and Hennessey Engineering. She currently serves as planner in numerous communities in Monroe, Wayne, and Washtenaw Counties. Mrs. Kreps is also a certified Main Street Manager.



EDUCATION

BS, Urban and Regional Planning | Michigan State University

EXPERIENCE

Community Planner, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2007-Present

Community Planner/Land Use Planner, City of Monroe
Michigan, 2000-2007

Site Acquisition Specialist, Prudential Dickson Hughes
Michigan, 1999-2000

PROFESSIONAL AFFILIATIONS

American Planning Association

Michigan Association of Planning

PROFESSIONAL CERTIFICATIONS

AICP Membership No. 120124

Certified Zoning Administrator
Planning & Zoning Center - MSU

Michigan Municipal League Parliamentary
Procedure Training

Certified Main Street Manager

Michigan Economic Development
Association Practitioners Certification



The following people are some of the clients with whom we have worked within southeast Michigan. We encourage you to call them to discuss our professional performance and skills.

DAVID GLAAB, SUPERVISOR

Huron Township
22950 Huron River Drive
New Boston, MI 48164
(734) 753-4466

WILLIAM CALL, ZONING ADMINISTRATOR

Handy Township
135 N. Grand Avenue
Fowlerville, MI 48836
(517) 223-3228

MARK KIBBY, CITY ADMINISTRATOR

City of Woodhaven
21869 West Road
Woodhaven, MI 48183
(734) 675-4932

BRANDON FOURNIER, CITY ADMINISTRATOR

City of Southgate
14400 Dix-Toledo Highway
Southgate, MI 48195
(734) 258-3021



Project Highlights:

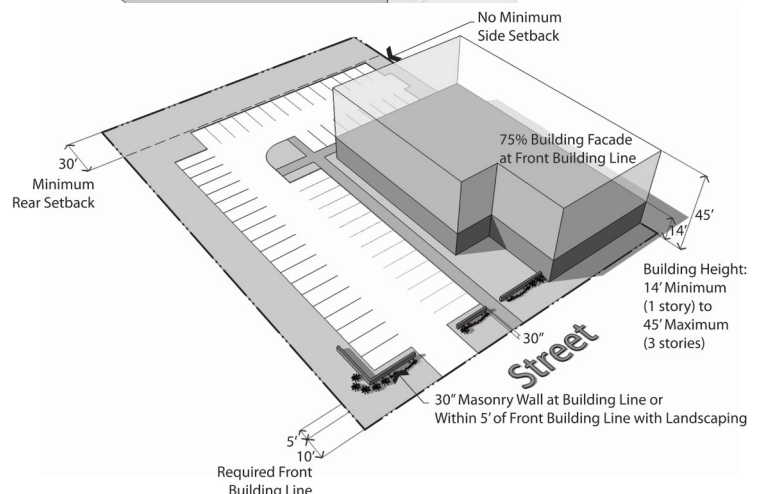
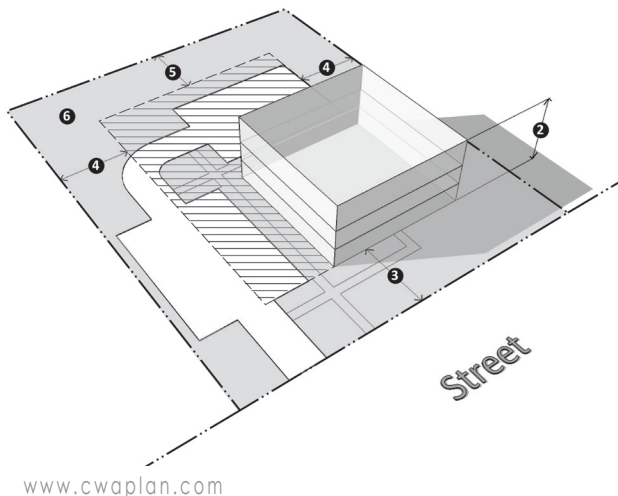
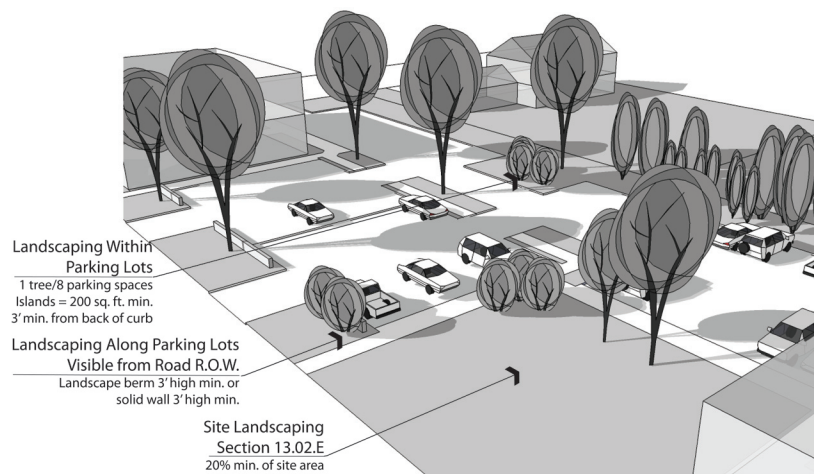
Troy's form based regulations:

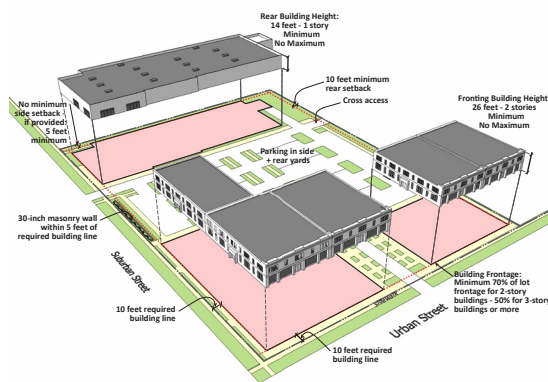
- Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces
- Promote infill development and redevelopment to expand the employment and economic base
- Promote mixed-use development horizontally and vertically
- Ensure reasonable transition between higher intensity development and adjacent neighborhoods
- Improve mobility options and reduce the need for on-site parking by encouraging alternative transportation

The City of Troy zoning ordinance uses both conventional and form based zoning regulations. Troy has opted to emphasize regulating urban form over land use for those areas of the City where more compact mixed-use development was desired.

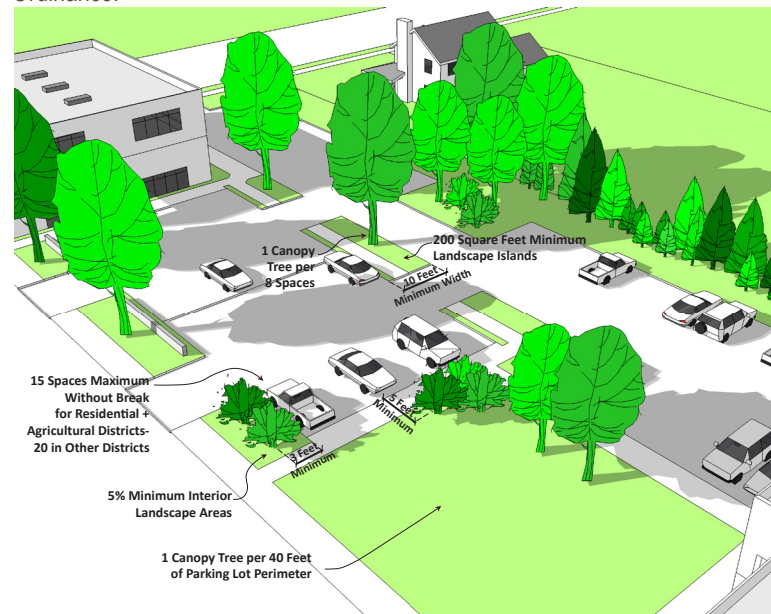
Troy's form based zoning regulations are based on site context and building form. Site context is derived from existing and desired characteristics of the area and distinguishes areas of the City by lot size and configuration, street patterns, location, and intensity of use. Building form addresses the manner in which buildings and structures relate to their lots, to other buildings, and to the street. It governs building height, placement, configuration, parking location, and other design factors. By regulating form, allowable land uses in these areas are less restrictive than in conventional districts, permitting a wide variety of uses by right.

Troy's zoning ordinance was designed as an interactive online document with numerous graphics and links. It can be viewed [here](#)





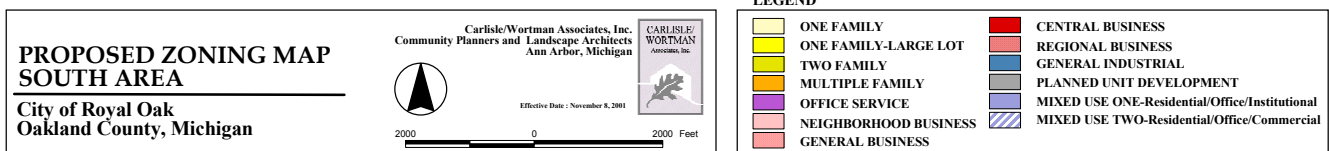
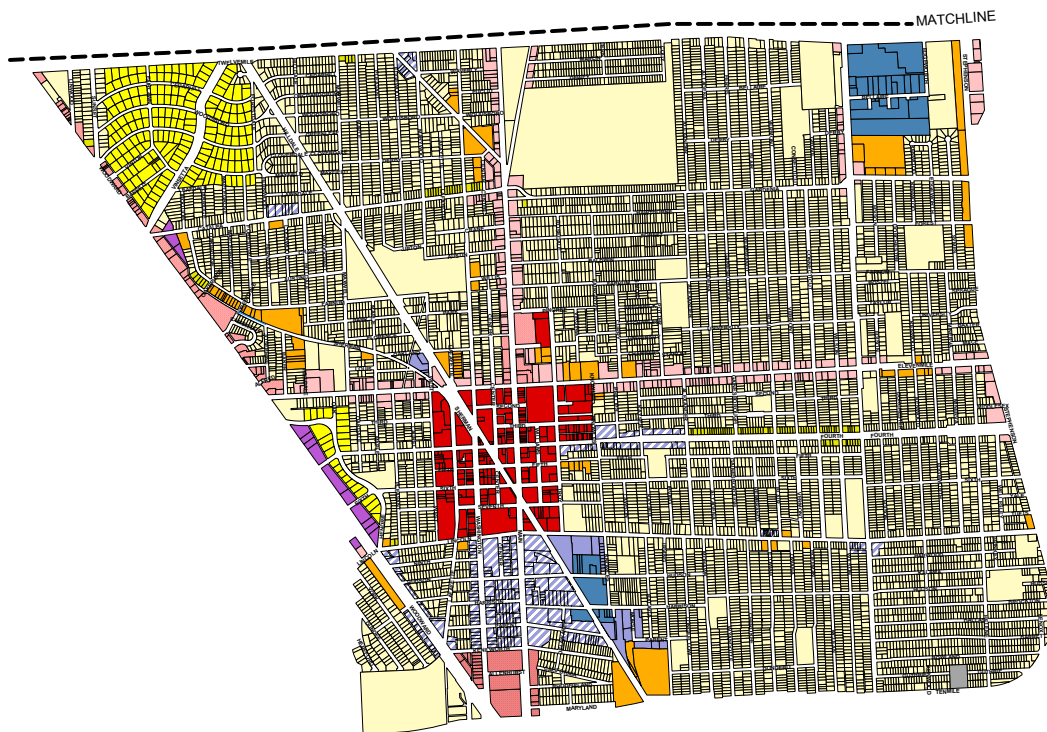
Without compromising legal precision, the Ordinance has been made understandable to the user. Improved graphics have been included in the document using new software technology. The graphics complement the text to make the Ordinance more user-friendly. Such graphics better illustrate the ordinance requirements such as dimensional, landscaping, and signage regulations. The Ordinance is designed not only for hard copy but also online use, with hyperlinks provided to allow cross-referencing between sections of the Ordinance.





Royal Oak is a mature community with a vibrant downtown and commercial districts, established neighborhoods, many historic structures, and an exemplary system of community and neighborhood parks. The challenge for this community was discovering ways it could protect these assets, and improve its commercial and transportation corridors.

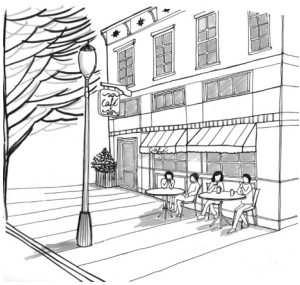
In addition to updating the entire Zoning Ordinance, Carlisle/Wortman Associates prepared two mixed-use zoning districts. The districts are intended to provide for a mixture of uses (residential, office, low intensity public/institutional, and neighborhood commercial uses) in an urban design pattern. The types of permitted uses are based on the districts proximity to residential neighborhoods and/or the downtown. Redevelopment and reuse are encouraged as are upper floor residential dwellings provided they are compatible with the established development pattern. Specific criteria were created to ensure a compatibility of uses, architecture, location, and other features.



CENTRAL MIXED DEVELOPMENT REGULATIONS City of Clawson



The intent of the Central Mixed Development (CMD) District is to implement the Downtown Clawson Urban Framework Design Plan. It preserves and enhances the commercial “main street” character of downtown Clawson and ensures that new development is compatible with the desired character. The CMD district also:



- Serves as a downtown neighborhood and community shopping center which is functionally and architecturally integrated with other uses in the area
- Encourages a mixed use environment
- Promotes pedestrian oriented buildings and uses
- Encourages vehicular access to parking lots from alleys rather than streets
- Fosters multiple story buildings
- Furthers shared parking and access
- Encourages buildings to be located at the edge of the public right-of-way
- Recognizes and affirms the function of the traditional urban downtown center

Development standards were developed to regulate land uses, building placement, building size and height, access, façade design, and parking. The regulations also addressed signs and other design features.

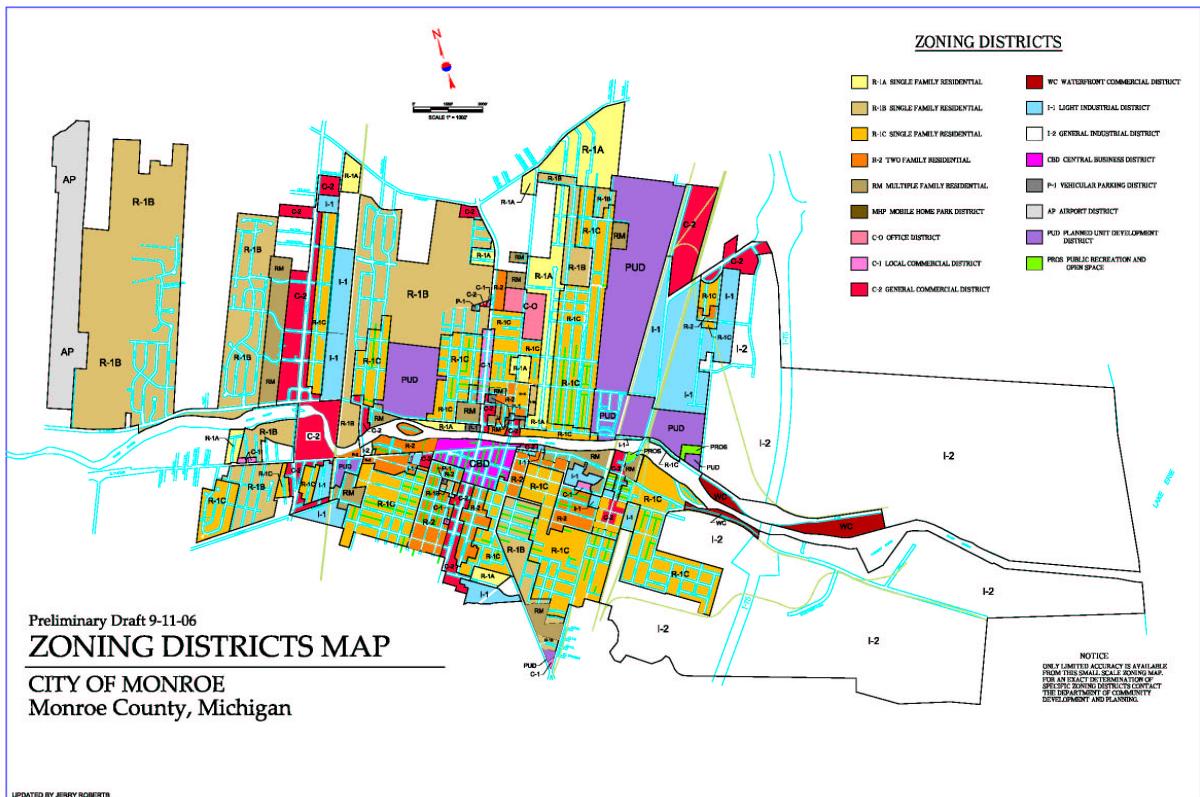




Carlisle/Wortman Associates prepared an update to the City of Monroe Zoning Ordinance based upon their 2003 Comprehensive Plan.

A number of both text and map amendments were undertaken including:

- Improvements to the document organization
- Compliance with State requirements related to: State regulated facilities, site condominiums, floodplains, billboards/highway advertising, and P.A. 110 modifications;
- Updates to procedural and use regulations by allowing neighborhood commercial uses as special land uses in certain residential districts, the addition of high-tech uses in industrial districts, as well as modified special land use and PUD standards
- Text amendments to expand definitions and graphics, add special use categories and determinations, modify requirements for use variances, reorganize environmental provisions/landscape standards, and incorporate the sign ordinance into the Zoning Ordinance utilizing simplified standards; and
- Various amendments to the official zoning map, including thirteen (13) areas down-zoned to provide consistency with the Comprehensive Plan and Future Land Use Map, surrounding zoning, and current land uses.





CENTRAL BUSINESS DISTRICT OVERLAY Northville, Michigan

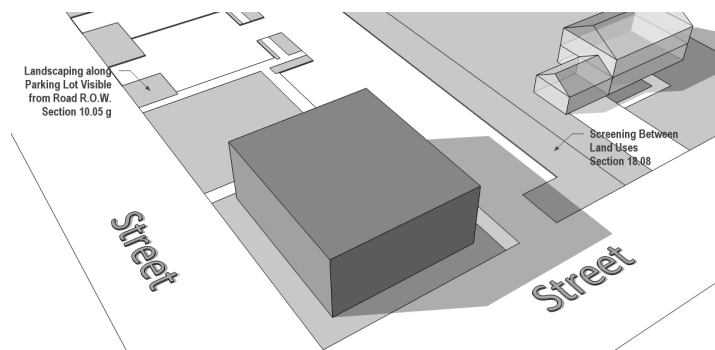
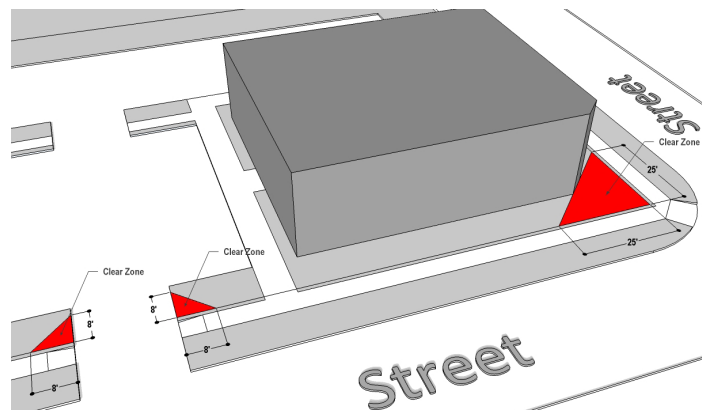
Project Highlights:

Northville CBD Overlay:

- Address the unique needs of the North Center Street area by creating special overlay zoning options for a targeted area.
- Promote shared access drives to minimize curb cuts; encouraging walkability and vehicular efficiency.
- Promote mixed-use and shared parking to avoid large, underutilized parking areas that disrupt the walkable character of the area.
- Protect adjacent residential areas with adequate transitioning and buffering.
- Promote Low-Impact Development stormwater mitigation techniques

The City of Northville has a well-known, attractive, walkable, traditional downtown. Like many traditional communities, the Downtown is compact, has common public parking, and is characterized by common-wall, mixed-use historic buildings. Infill development and redevelopment continues, and Downtown Northville thrives.

Immediately north of the Downtown core, however, is a transitional area that shares many of Downtown's characteristics, with several key differences. North Center Street has no common walls, the buildings are set back, away from the right-of-way, and each lot has its own access and parking. Given these differences, it was necessary to separate the North Center Street area from Downtown in the Zoning Ordinance. The new North Center Street Overlay developed by Carlisle/Wortman Associates preserves the characteristics, through form-based zoning standards, that make North Center Street compatible with Downtown while addressing those that present challenges. The regulations protect the adjacent single-family neighborhoods, recognize the need for safe and efficient vehicular and pedestrian access, allow for mixed-use development, and promote a predictable physical outcome by providing setback minimums and maximums to ensure a pedestrian-friendly and attractive, consistent street presence.

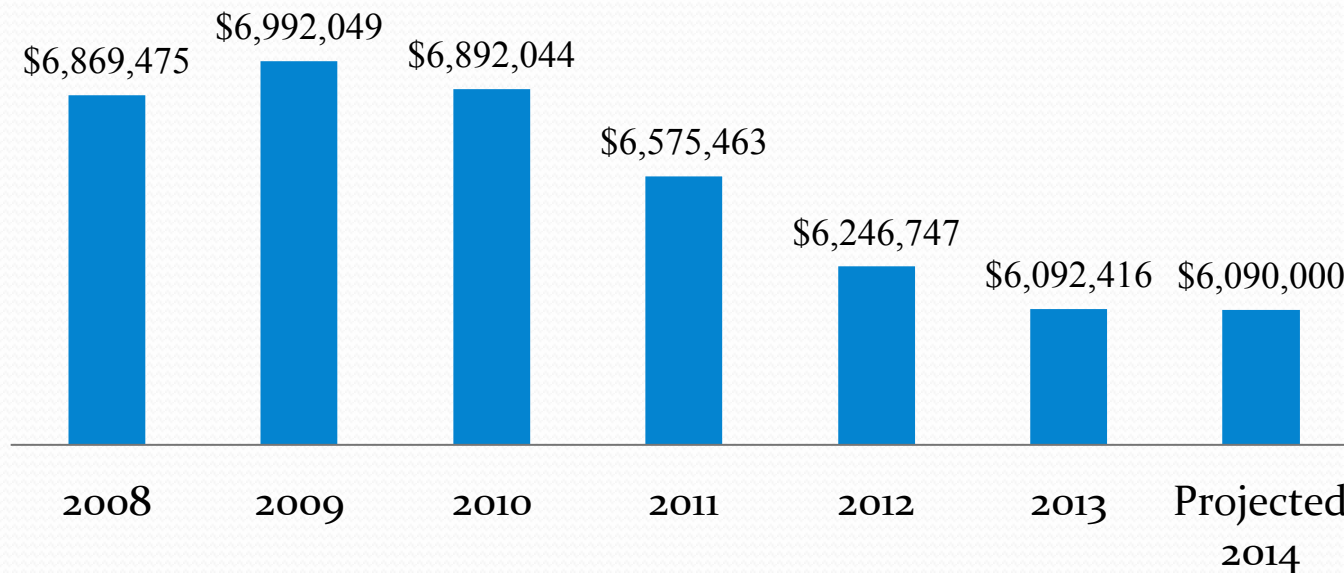


Delta Township 2013 Financial statement review

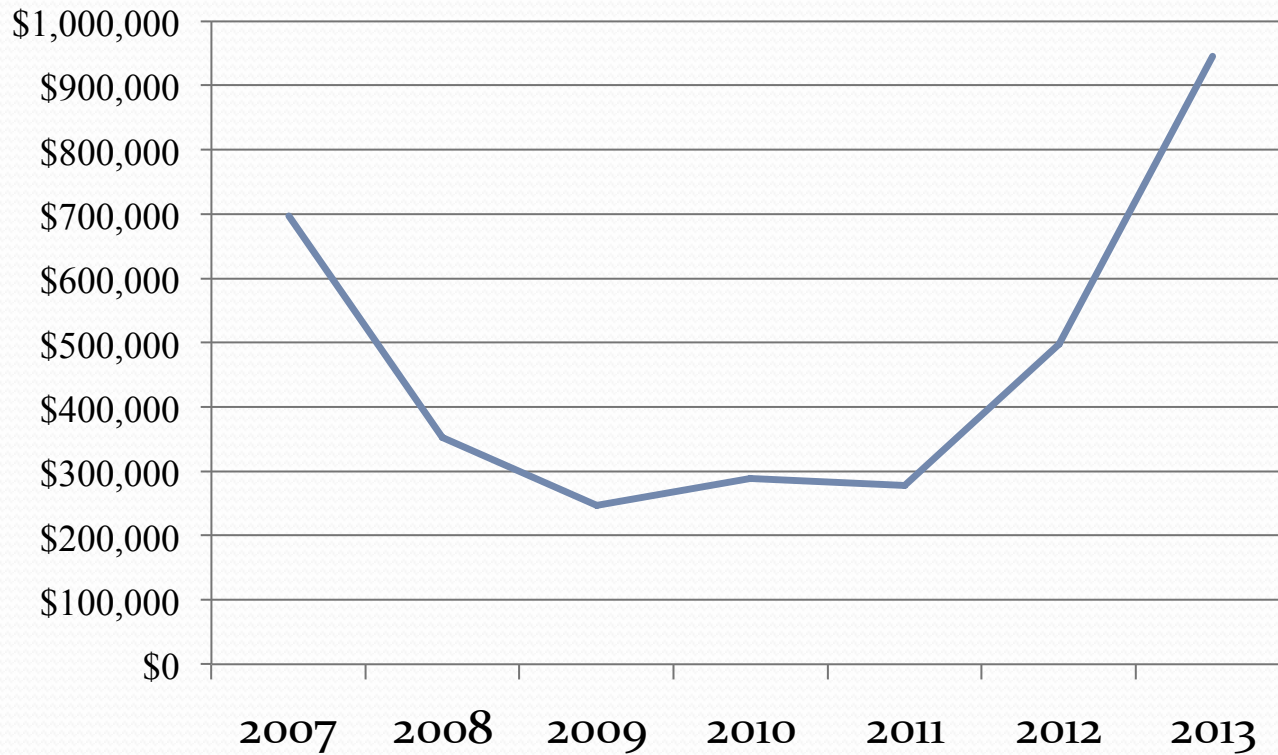


GENERAL FUND	YTD BALANCE		2013	% BDGT	YTD BALANCE
	12/31/2013		BUDGET	USED	12/31/2012
TOTAL REVENUES	\$ 16,524,362		\$15,852,663	104.2%	\$ 15,882,346
Expenditures					
101.000-Board of Trustees	\$	90,290	\$ 94,864		\$ 85,541
172.000-Township Manager	\$	471,675	\$ 480,039		\$ 456,679
215.000-Township Clerk	\$	388,023	\$ 429,018		\$ 605,697
228.000-INFORMATION TECHNOLOGY	\$	229,537	\$ 236,496		\$ 247,891
253.000-Accounting & Treasury	\$	658,796	\$ 664,526		\$ 526,760
257.000-Assessing	\$	450,946	\$ 497,780		\$ 417,135
265.000-Building and Grounds	\$	417,761	\$ 422,583		\$ 383,272
272.000-General Activity	\$	740,420	\$ 752,600		\$ 742,498
276.000-Cemetery	\$	174,102	\$ 191,163		\$ 223,667
301.000-Sheriff	\$	2,990,428	\$ 3,007,900		\$ 3,038,181
336.000-Fire Department	\$	1,965,446	\$ 1,967,323		\$ 2,137,617
336.333-LGRFA	\$	342,319	\$ 349,487		\$ 319,480
336.344-Emergency Operations Center	\$	11,104	\$ 14,100		\$ 10,034
371.000-Building/Safety Inspection	\$	637,516	\$ 672,776		\$ 662,544
442.000-RECYCLING	\$	60,770	\$ 67,135		\$ 60,643
445.000-Drains	\$	336,348	\$ 224,550		\$ 533,418
446.000-Roads	\$	660,973	\$ 586,300		\$ 585,539
447.000-Engineering	\$	301,856	\$ 361,531		\$ 298,299
448.000-Street Lighting	\$	512,600	\$ 480,440		\$ 475,640
651.000-Ambulance	\$	2,608,334	\$ 2,608,450		\$ 2,273,070
721.000-Planning	\$	324,303	\$ 328,942		\$ 321,627
728.000-Economic Development	\$	88,559	\$ 89,954		\$ 86,161
751.000-Parks and Recreation	\$	1,249,194	\$ 1,253,892		\$ 1,109,660
TOTAL EXPENDITURES	\$ 15,711,298		\$15,781,849	99.5%	\$ 15,601,050
TOTAL REVENUES	\$	16,524,362	\$15,852,663	104.2%	\$ 15,882,346
TOTAL EXPENDITURES	\$	15,711,298	\$15,781,849	99.5%	\$ 15,601,050
NET OF REVENUES & EXPENDITURES	\$ 813,064		\$ 70,814		\$ 281,296

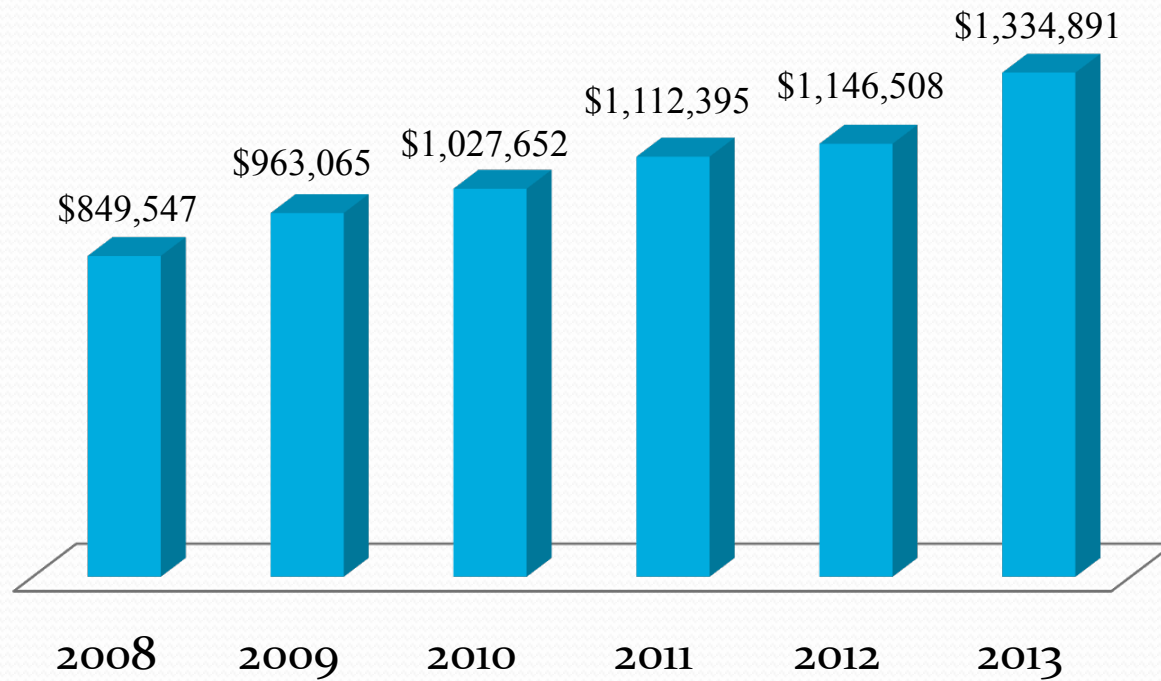
General Fund Property Tax Revenue



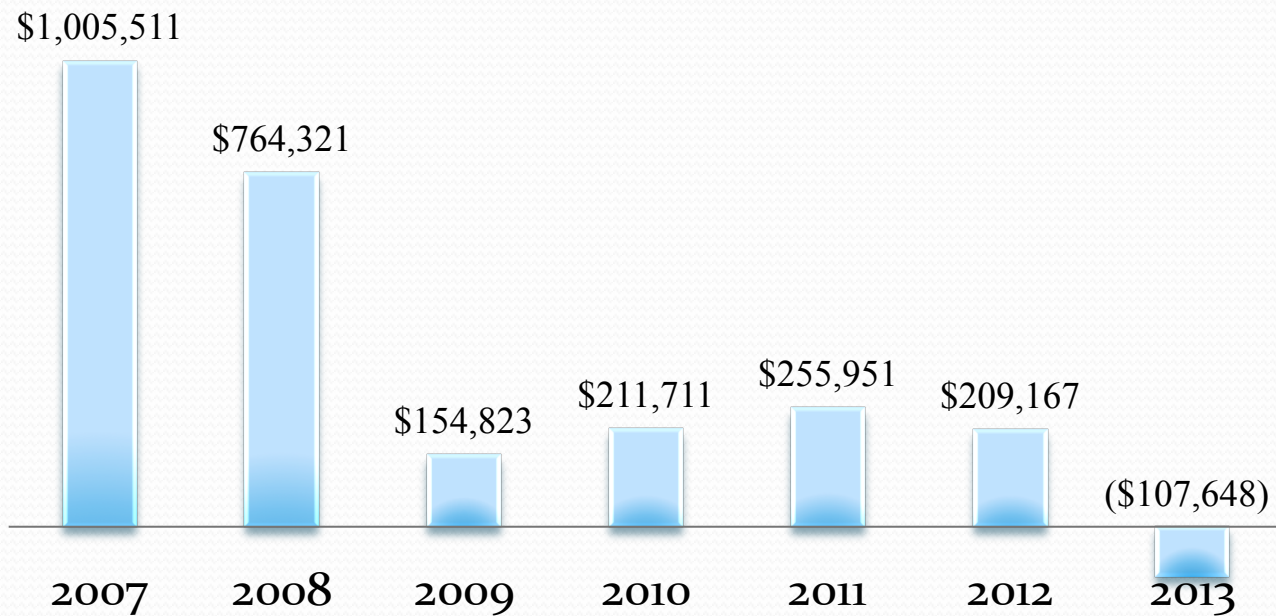
Building Permit Fee Revenue



Ambulance Fee Revenue



General Fund Interest Income



GF FUND BALANCE

FUND BALANCE:	2013	2012
Nonspendable:		
Inventory		90,000
Prepaid items	59,960	48,482
Restricted:		
Budget stabilization	450,000	450,000
Assigned:		
Compensated absences	914,455	803,095
Roads	1,000,000	700,000
Retiree health insurance	2,100,000	2,000,000
Non-motorized transportation	500,000	500,000
Capital improvements	1,600,000	1,300,000
County drains	200,000	200,000
Unassigned	8,241,758	8,161,530
TOTAL FUND BALANCE	\$15,566,173	\$14,753,107

DELTA TOWNSHIP

SEWER FUND

(Modified Accrual)

	12/31/2013	12/31/2012	
<u>Revenues</u>			
Main, Capital & Other Charges	184,705	146,780	
Sewer & Water Sales	3,749,297	3,667,315	
Investment/Interest Income	(41,865)	110,942	
Other Income	169,677	75,905	
Total Sewer Revenues	4,061,814	4,000,942	1.52%
<u>Expenditures</u>			
Personnel Services	2,109,141	2,114,639	
Supplies	399,425	403,492	
Services	325,605	329,298	
Insurance	95,800	90,925	
Vehicle Maintenance	32,466	13,119	
Utilities	403,571	365,876	
Other	112,795	124,700	
Capital Outlay	294,114	511,842	
Debt/Bond Etc.	1,137,573	315,367	
Total Sewer Expenditures	4,910,490	4,269,258	15.02%
	(848,676)	(268,316)	

DELTA TOWNSHIP

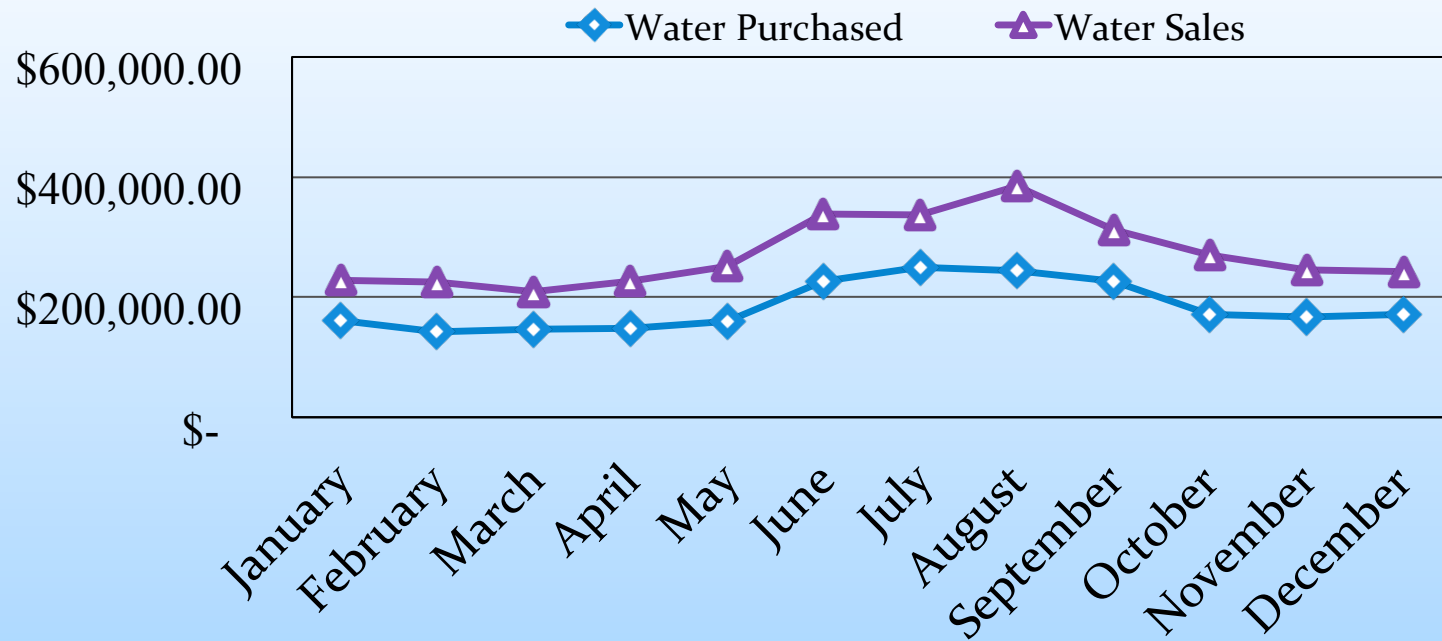
WATER FUND

(Modified Accrual)

	12/31/2013	12/31/2012	
<u>Revenues</u>			
Main, Capital & Other Charges	269,258	160,870	
Sewer & Water Sales	4,963,546	5,077,085	
Investment/Interest Income	(23,304)	86,883	
Other Income	428,125	307,435	
Total Water Revenues	5,637,625	5,632,273	0.10%
<u>Expenditures</u>			
Personnel Services	704,251	706,600	
Supplies/Water Purchased	2,351,764	2,522,649	
Services	325,028	308,020	
Insurance	32,900	30,200	
Utilities & Maintenance	172,566	163,275	
Other	118,786	111,952	
Capital Outlay (non bond related)	678,524	369,386	
Debt/Bond Etc.	**4,277,853	1,704,335	
Total Water Expenditures	8,661,672	5,916,417	46.40%
	(3,024,047)	(284,144)	

** Includes 2003 Bond Payoff of \$3.1 million

2013 Water Sales/Purchase



**CHARTER TOWNSHIP OF DELTA
PARAMEDIC FUND
BALANCE SHEETS
DECEMBER 31, 2013 AND 2012**

ASSETS	<u>2013</u>	<u>2012</u>
ASSETS:		
Cash	\$ 1,007,687	\$ 1,041,259
Investments	1,260,139	1,368,146
Receivables:		
Taxes	1,234,309	1,237,768
Interest	<u>5,430</u>	<u>6,550</u>
TOTAL ASSETS	<u><u>\$ 3,507,565</u></u>	<u><u>\$ 3,653,723</u></u>
DEFERRED INFLOW OF RESOURCES AND FUND BALANCE		
DEFERRED INFLOW OF RESOURCES:		
Unavailable revenue - property taxes	<u>\$ 1,234,309</u>	<u>\$ 1,237,768</u>
FUND BALANCE:		
Assigned for subsequent years' expenditures	91,737	183,509
Restricted	<u>2,181,519</u>	<u>2,232,446</u>
TOTAL FUND BALANCE	<u><u>2,273,256</u></u>	<u><u>2,415,955</u></u>
TOTAL DEFERRED INFLOW OF RESOURCES AND FUND BALANCE	<u><u>\$ 3,507,565</u></u>	<u><u>\$ 3,653,723</u></u>

**CHARTER TOWNSHIP OF DELTA
PARAMEDIC FUND
STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
YEARS ENDED DECEMBER 31, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
REVENUES:		
Taxes and special assessments	\$ 1,226,226	\$ 1,264,624
Investment income - net	<u>(14,658)</u>	<u>37,649</u>
Total revenues	1,211,568	1,302,273
EXPENDITURES:		
Current:		
Health and welfare	<u>155,160</u>	<u>132,700</u>
Excess of revenues over expenditures	1,056,408	1,169,573
OTHER FINANCING SOURCES (USES):		
Transfers out	<u>(1,199,107)</u>	<u>(1,002,628)</u>
Net change in fund balance	(142,699)	166,945
FUND BALANCE:		
Beginning of year	<u>2,415,955</u>	<u>2,249,010</u>
End of year	<u><u>\$ 2,273,256</u></u>	<u><u>\$ 2,415,955</u></u>

**CHARTER TOWNSHIP OF DELTA
CAPITAL PROJECT FUND
BALANCE SHEETS
DECEMBER 31, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
ASSETS		
ASSETS:		
Cash	\$ 855,240	\$ 772,459
Investments	1,069,500	1,014,962
Interest receivable	<u>4,609</u>	<u>4,859</u>
TOTAL ASSETS	<u><u>\$ 1,929,349</u></u>	<u><u>\$ 1,792,280</u></u>
FUND BALANCES		
FUND BALANCES:		
Assigned	<u><u>\$ 1,929,349</u></u>	<u><u>\$ 1,792,280</u></u>

DELTA TOWNSHIP

OPEB FUNDING

12/31/2013

	Balance 12/31/2012	2013 Contrib	2013 Interest	Balance 12/31/2013
General Fund	3,845,003	201,500	414,671	4,461,174
Ambulance Fund	1,017,470	138,000	109,731	1,265,201
Library	347,266	4,160	37,452	388,877
Wastewater Fund	1,216,703	131,275	131,217	1,479,195
Water Fund	478,964	50,200	51,655	580,819
Balance in Trust Account	6,905,406	525,135	744,726	8,175,267
Total Liability (per 2013 Actuary Report)				13,156,272
Funding % @ 12/31/13				62%